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25X1A9a [redacted]

Chief, Management Staff

21 November 1956

Chief, O&M Staff (DD/S Area)

Work Report for Period 15 November 1956 Through 21 November 1956

1. Accomplishment

25X1A9a MS 6-47, Compt., Study of Use of Unvouchered Funds to Pay Agency Employees, Isolation. [redacted]

2. Assignments (Active)

	Target Date
a. MS 5-1E, Compt., Study of Technical Accounting Staff. (25X1A9a [redacted])	1 December 1956
b. MS 5-1F, Compt., Study of Program Analysis Staff. (25X1A9a [redacted])	1 December 1956
c. MS 5-38, T/O System Analysis, Manpower Control. (25X1A9a [redacted])	1 December 1956
d. MS 6-28, OS, Follow-up on MS Administrative Survey of Correspondence and Records Branch. [redacted]	15 December 1956 25X1A9a
e. MS 6-67, Mechanism for Reporting and Control of Personnel (Hq. and Field) and for the Maintenance of Firm Controls of Hq. Ceiling. [redacted]	15 December 1956 25X1A9a

3. Assignments (Inactive)

a. MS 5-1, Compt., Study of the Comptroller Organization. (25X1A9a [redacted])	1 January 1957
b. MS 5-1D, Compt., Study of the Budget Division. (25X1A9a [redacted])	15 December 1956
c. MS 6-47, Compt., Study of Use of UV Funds to Pay Agency Employees, Components other than OTR. (25X1A9a [redacted])	15 January 1957
d. MS-6-49, OTR, Study of OTR Language and Area Instruction. [redacted]	1 December 1956 25X1A9a
e. MS 6-51, OTR, Follow-up on MS Study of Feasibility of Transferring OTR Library to OCR and Establishment of Communism Library. [redacted]	1 January 1957 25X1A9a

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25X1A9a f. [redacted] 6-66, Comptr., Music System Proposed for Payroll Branch. [redacted] 15 January 1957

h. Training

a. 5 Hours - Reading Improvement Course. [redacted] 25X1A9a

b. 4 Hours - Conference Leadership Course. [redacted] 25X1A9a

c. 4 Hours - Supervised assistance to an experienced examiner. [redacted] 25X1A9a

[redacted] 25X1A9a

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